

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE  
INSTRUCTION 32-2001**



**28 DECEMBER 2012**

**Civil Engineering**

**INSTALLATION FIRE PREVENTION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of Defense Instruction 6055.06, *DoD Fire and Emergency Services Program*, and Air Force Policy Directive 32-20, *Fire Emergency Services*. It establishes specific lines of authority for Travis Air Force Base and sets policy and procedures to meet the objectives of Air Force Instruction 32-2001, *Fire Emergency Services Program*. It applies to all military and civilian personnel assigned, attached to, or quartered at Travis AFB (including contractors, residents and concessionaires). Through the guidance contained herein, fire prevention can eliminate or minimize needless waste of human lives or property, thus allowing continuation of the assigned mission.

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## ***SUMMARY OF CHANGES***

This document has been substantially revised. Major changes include: It incorporates changes to Department of Defense (DoD) and Air Force (AF) publications. The updated test is intended to eliminate redundancy, incorporate national consensus standards, and set the framework for fire prevention measures on Travis Air Force Base.

### **1. Responsibilities.**

**1.1. Installation Commander.** The installation commander is responsible for the fire safety of personnel and property under their control, provided for by the Fire and Emergency Services (FES) programs contained in this instruction. This responsibility is discharged through the Fire Marshal and executed by the Fire Chief. The installation commander reviews and approves Operational Risk Management (ORM) plans that address facility fire safety and reductions in FES capability. The Fire Marshal and Fire Chief provide periodic updates to keep the commander aware of FES capability and risk.

**1.2. Fire Marshal.** The Civil Engineer (CE) Squadron Commander or the Base Civil Engineer (BCE) is the Fire Marshal. The Fire Marshal is responsible to the Installation Commander for oversight of FES programs and provides the Fire Chief the resources to execute the FES mission.

**1.3. Fire Chief.** The Installation Fire Chief is the FES Flight Chief and is directly responsible to the Fire Marshal for establishing, executing and maintaining FES programs.

**1.4. FES Fire Prevention.** The Fire Prevention Section is the representative office that implements and manages the fire prevention program objectives. The Fire Prevention Section represents the Fire Chief on all matters relating to life safety and code enforcement with delegated authority to act on his/her behalf.

### **2. Mission and Standards.**

**2.1. Fire Prevention Mission.** Fire Prevention is the primary mission of the FES flight.

**2.2. Fire Prevention Objectives.** The objective of the Fire Prevention Program is to prevent fires. This objective is accomplished through four program elements: FES facility plan reviews, fire prevention inspections, code enforcement and fire safety education.

#### **2.3. Fire Prevention Program Elements.**

**2.3.1. FES Facility Plan Reviews.** The Fire Chief will provide design review comments to the CEP Flight Chief for incorporation into facility design and modification projects. The Fire Prevention Section will review all plans with special attention to fire department personnel and vehicle access and verification of Fire Protection Engineer coordination as applicable.

**2.3.2. Fire Prevention Inspections.** Fire prevention inspections are conducted at least annually for all facilities. Privatized Family housing is excluded. The Fire Chief may institute more frequent inspections to include unannounced and after hours inspections.

**2.3.3. Code Enforcement.** Code enforcement includes authority delegated by the installation commander to the Fire Chief to affect actions necessary to correct fire hazards and deficiencies. The using organization's commander is responsible for ORMs

to mitigate fire hazards and deficiencies for their area of responsibility. The Fire Chief is responsible to track mitigation actions until deficiency is corrected or waived.

**2.3.4. Fire Safety Education.** Fire safety education is an essential part of workplace safety training, and is promoted during fire inspections and other personal contacts. It may be tailored for specific audiences and purposes, such as fire extinguisher training or public assembly employee training. Fire safety education objectives are to equip personnel with the information needed to prevent fires, protect themselves and intervene early when fire occurs.

**2.4. Scope of Additional Services.** The Fire Prevention Section provides additional services to ensure program objectives are met. These services include approval for all operations on the installation that require independent, unsecured, or sustained ignition sources. The Fire Prevention Section provides interpretation services on codes and standards concerning fire and life safety topics.

**2.4.1.** The Fire Prevention Section will provide technical assistance to Commanders and Facility Managers concerning extinguisher selection and placement within a facility. It is the responsibility of the owning unit to purchase and maintain fire extinguishers to standards set forth in NFPA 10, *Portable Fire Extinguishers*.

**2.5. Standards and Regulatory Guidance.** National Fire Protection Agency (NFPA) standards and recommended practices affecting FES Fire Prevention are adopted either as written or as implemented with specific Technical Implementation Guides (TIG). Fire protection requirements are contained in Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities* and Engineering Technical Letters (ETL).

### **3. Program Elements.**

#### **3.1. FES Plans Review**

**3.1.1.** The Fire Prevention Section provides fire prevention approval and consultation services for new construction, facility modification, and self-help projects. The primary role of the FES Plans Review is to ensure emergency response procedures are not limited or altered by construction or engineering projects, and to ensure the presence of a Fire Protection Engineer certification when applicable.

**3.1.2.** The Fire Prevention Section provides review and approval services through the CE Tools portal and Civil Engineering Work Request Review Board. The Fire Prevention Section will contact the appropriate point of contact (POC) if a project alters the emergency response procedures, or causes a change in applied fire prevention codes.

**3.1.3.** All facilities and structures are engineered with fire protection criteria in mind. Prior to new construction of any facility, a Fire Protection Engineer and Fire Prevention Inspector will review drawings and specifications to ensure life safety considerations and fire protection features are incorporated.

#### **3.2. Fire Prevention Inspections**

**3.2.1.** The Fire Prevention Section performs facility inspections and advises unit commanders, facility managers, and supervisors of hazards and fire safety deficiencies in their facilities. The responsibility for correcting identified hazards or deficiencies rests with the unit commander.

3.2.2. The Fire Prevention Section utilizes local forms and AF Form 218 to document completion of inspections.

3.2.3. There are instances where multiple agencies share office space within a facility. In these instances, the identified Facility Manager will assist the Fire Prevention Section with scheduling inspections, and disseminating to responsible agencies fire safety deficiencies for correction.

3.2.4. FES utilizes the fire safety discrepancy (FSD) program, and ensures notification and tracking of each identified FSD corresponds with AFI 32-10141, *Fire Safety Deficiency Program*.

3.2.5. Any FSD will be documented on AF Form 1487, and presented to the appropriate Commander and Facility Manager for correction. A deadline of 30 days from date of issue will be established for correction or presentation of an acceptable plan of action.

### 3.3. Code Enforcement

3.3.1. The Fire Emergency Services Flight is directed in accordance with AFI 32-2001, *Fire Emergency Services Program* with authority derived from the Installation Commander, 60 AMW/CC, to implement and enforce fire prevention policy.

3.3.2. Upgrades in infrastructure, new operations, or changes to interior configurations may change the applied life safety standard by changing the "occupancy type" as defined in NFPA 101, Life Safety Code. The 60 CES/CEF will assist Facility Managers and Commanders in determining new requirements and restrictions under newly applied codes as occupancy loads, fire suppression requirements, electrical or explosive standards may require stricter guidance.

3.3.3. The Fire Prevention Section utilizes Air Force Instructions (AFIs), National Fire Protection Agency (NFPA) standards, Uniform Facility Code (UFCs), and all other applicable government or departmental guidance during inspections, site visits, or customer inquiries.

3.3.4. The Fire Prevention Section will utilize established regulations and forms to assist Facility Managers and Commanders in developing the appropriate corrective action plans in the event a fire safety deficiency is assigned to a facility.

3.3.5. The Fire Emergency Services Flight, 60 CES/CEF, has the authority to halt any action or condition that is determined hazardous to life and property, or that poses an unnecessary risk of fire. (Examples of this include unsafe practices by personnel concerning operations that involve an ignition source, unsafe practices involving confined spaces, unsafe storage practices, improper use of facilities, occupant overload situations, etc.)

3.3.5.1. The Travis AFB Safety Office will be notified anytime an operation or condition is determined unsafe and declared terminated by 60 CES/CEF.

3.3.5.2. The 60 CES/CEF will work with the 60 AMW/SE to resolve the situation, develop potential alternative solutions, and return operations to normal.

3.3.6. The 60 CES/CEF will evaluate waivers on a case-by-case basis. The 60 CES/CEF will not waive any condition that violates NFPA 101, *Life Safety Code*.

3.3.7. The 60 CES/CEF employs a Board of Appeals as listed below. All disputed fire discrepancies must be submitted in writing or electronic correspondence to the issuing authority with intent to appeal. Once an appeals request is received the issuing authority will route the dispute to the next highest appellate authority for processing. Final appellate authority rests with the 60 AMW/CC.

3.3.7.1. Issuing Fire Inspector.

3.3.7.2. Assistant Chief of Prevention (60 CES/CEFT).

3.3.7.3. Fire Chief (60 CES/CEF).

3.3.7.4. Base Fire Marshall (60 CES/CC).

3.3.7.5. Installation Commander (60 AMW/CC).

#### **3.4. Fire Safety Education.**

3.4.1. The Fire Prevention Division provides briefings and training to the following audiences.

3.4.1.1. First Term Airmen's Council.

3.4.1.2. Right Start/Newcomer's Briefing.

3.4.1.3. Family Day Care Provider Program.

3.4.1.4. Fire Prevention Week.

3.4.2. The Fire Prevention Division will coordinate all emergency evacuation training (fire drills) with the appropriate agency given the required frequency.

3.4.2.1. Facility Managers and Commanders are encouraged to exercise the readiness of their personnel, and do not require coordination with 60 CES/CEF to do so. The Fire Prevention Division can assist, if requested and if personnel are available.

3.4.3. The Fire Prevention Division is available to present fire safety specific briefings, training, or demonstrations not listed above upon request.

3.4.4. The 60 CES/CEF recognizes the fire extinguisher training located on the Advanced Distributed Learning Service (ADLS) as a sufficient platform for initial and reoccurring training. The computer based training (CBT) program is named Fire Extinguisher Safety, and is located under the miscellaneous section of the course list.

#### **4. Travis Air Force Base Specific Guidance.**

4.1. **Fire Reporting Procedures.** All fires must be reported to the fire department regardless of size to include those already extinguished. Contact numbers for the Fire Department are:

9-1-1 - All government and on base phone lines

(707) 424-4911 - All private residential phone lines to include cell phones

4.1.1. Dialing "9-1-1" from a cell phone or non-government phone while on Travis Air Force will be received by the Solano County Emergency Dispatch Center. Personnel who report emergencies to the Solano County Emergency Dispatch Center will

experience a delay as the emergency will be routed to the Travis Air Force Base Emergency Communication Center for processing and response.

4.1.2. Personnel reporting an emergency should provide the following information: name, call back number, location, and nature of the emergency. Personnel must remain on the line until directed by the emergency operator to end the call.

**4.2. Prohibited Operations.** The authority having jurisdiction has determined that the following operations are prohibited within the confines of Travis Air Force Base. Each operation has been determined to present a particularly high risk of fire, injury, or death and therefore cannot be allowed to take place.

4.2.1. Operations that impede or degrade installed fire detection or suppression systems are prohibited. Formal coordination with 60 CES/CEF is required for any operation that affects the normal operation of these systems.

4.2.2. Fireworks are prohibited on Travis Air Force Base.

4.2.3. Tampering with or impeding the operation of installation fire hydrants is prohibited without consent from the 60 CES/CEF. Vehicles are not to park closer than 15-feet from hydrants, post indicator valves, or fire department sprinkler connections.

4.2.4. Operations or parking configurations that block designated emergency “fire lanes” is prohibited without coordination with the 60 CES/CEF.

4.2.5. Tampering with or disabling installed fire detection or fire suppression system components is strictly prohibited.

4.2.6. Smoking or the use of any ignition source within 50-feet of hangars, aircraft, aircraft parking areas, warehouses, repair and loading docks, paint shops, petroleum oil lubricants, vehicle maintenance shops, gasoline dispensing operations, bulk oxygen storage facilities, flammable liquid or gas handling storage areas, or munitions storage areas is prohibited.

4.2.7. Open fires or burning operations are prohibited unless coordinated through the 60 CES/CEF.

4.2.8. The burning of candles, incense, potpourri pots, and similar open-flame devices is prohibited except in religious facilities or base privatized housing.

4.2.9. The use of “live” Christmas trees is prohibited except in base family housing.

4.2.10. Storage within mechanical, electrical, and boiler rooms is prohibited.

**4.3. Operations that require 60 CES/CEF coordination.** The Authority having jurisdiction has determined the following operations to present a potential hazard of accidental ignition or pose a threat of degradation to intended emergency response operations and require coordination with the 60 CES/CEF prior to engagement.

4.3.1. Welding, cutting, brazing, soldering, or any other industrial operation that requires the use of an open flame must be coordinated and approved by the 60 CES/CEF prior to engagement.

4.3.2. The storage of flammable or combustible materials must be consistent with AFI 91-203, and when the quantities of storage lockers exceed two they must be coordinated and approved by the 60 CES/CEF.

4.3.3. The storage of explosive materials must be coordinated and approved by the 60 CES/CEF

4.3.4. The use of outdoor cooking equipment that utilizes an unsecured ignition source (i.e.; grill, sterno fuel, charcoal, etc.) must be coordinated through the 60 CES/CEF except in base family housing, fixed barbeque facilities at parks or dormitories, or at the FamCamp.

4.4. **Seasonal Considerations.** Travis Air Force Base's location and environmental conditions require that certain operations require a higher level of education.

4.4.1. Travis AFB poses a seasonal threat of wildland, brush, or grass fire. Personnel are encouraged to remain mindful of unsecured ignition sources. The disposal of improperly extinguished smoking material, charcoal briquettes, or cooking grease for example can inadvertently start a fire.

4.5. **Facility Manager, Contractor, and Military Family Housing Fire Prevention Handbooks.** The 60 CES/CEF has developed fire prevention specific handbooks for Facility Managers, contractors operating within the jurisdiction of Travis AFB, and residents of privatized family housing. These handbooks serve as an extension of this regulation, and provide a "living" and flexible platform for the 60 CES/CEF to adjust fire prevention measures and public education delivery to conform to updated requirements or standards. These handbooks are available upon distribution or request through the Fire Prevention Section.

DWIGHT C. SONES, Colonel, USAF  
Commander, 60th Air Mobility Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Project*, 3 March 2011

AFI 34-276, *Family Child Care Programs*, 2 November 1999

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, 12 April 1994

AFPD 32-20, *Fire Protection*, 21 June 2012

NFPA 1, *Fire Code Handbook*, 2012 edition

NFPA 13, *Standard for the Installation of Sprinkler Systems*, 2010 edition

NFPA 51B, *Standard for Fire Prevention in Use of Cutting and Welding Processes*, 2009 edition

NFPA 70, *National Electrical Code*, 2010 edition

NFPA 72, *National Fire Alarm Code*, 2010 edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2011 edition

NFPA 101, *Life Safety Code*, 2012 edition

T.O. 00-125-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 15 July 2002

Unified Facilities Criteria 3-600-01, *Design: Fire Protection Engineering for Facilities*, 14 July 2009

Unified Facilities Criteria 3-600-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, 1 January 2001

***Adopted Forms*** The following is a list of forms used to implement and enforce the Installation Fire Prevention Program. Contact the Fire Prevention Office for assistance in acquiring or utilizing the below forms.

AF Form 332, *Base Civil Engineer Work Request*

AF Form 592, *USAF Welding, Cutting, and Brazing Permit*

AF 218, *Facility Fire Prevention and Protection Record*

AF 1024, *Confined Spaces Entry Field Permit*

AF 1487, *Fire Prevention Visit Report*

AF 1028, *Facility Pre-Fire Plan*

AF 2047, *Explosives Facility License*

*Travis AFB Fire Inspection Checklist (Local) Travis AFB Fire Drill Checklist (Local)*



***Prescribed Forms***

There are no Prescribed Forms.

***Abbreviations and Acronyms***

**AHJ**—Authority Having Jurisdiction

**BCE**—Base Civil Engineer (Fire Marshal)

**CES**—Civil Engineer Squadron

**FES**—Fire Emergency Services

**NFPA**—National Fire Protection Agency

**UFC**—Unified Facilities Criteria

**UL**—Underwriters Laboratories